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HEADQUARTERS OPERATIONS, MAINTENANCE  
AND ENGINEERING DIVISION, OL  
WEEKLY REPORT PERIOD ENDING 28 NOVEMBER 1984

I. Progress Report on Tasks Assigned by DCI/DDCI:

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No tasks assigned during this reporting period.

II. Items/Events of Major Interest:

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a. OL/HOME New Building Transition Survey Team:

*NO*  
The New Building Transition Survey Team made several inquiries into the Agency's long-term plans for implementation of the "Paperless Workstation". The team is concurrently investigating the historical changes in Agency paper consumption as it relates to the generation of classified waste. ☐

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*NO*  
b. New Trailers - Motor Pool Area: The final electrical and telephone conduit work for the new trailers should be complete by 28 November 1984, which will allow the Voice Communications Branch, Office of Communications (OC), to start their portion of the work on 29 November. Some of the furniture was delivered last week, and the trailers should be ready for occupancy in the near future. ☐

*yes*  
~~yes~~ Cafeteria Renovations: The renovations which were started on 26 October continued during the weekend. Three 12-hour shifts were worked by the general and subcontractors. ☐

*yes*  
~~yes~~ A. North Cafeteria: All of the new drywall has been hung. The taping and patching operation for the new ceiling is nearly complete. ☐

*yes*  
~~yes~~ B. South Cafeteria: Demolition continued in the Loft Area, with a considerable amount of wood lattice work being removed this past weekend. Demolition of the ceiling area in the rest of the cafeteria is approximately 98 percent complete. The installation of the new drywall ceiling metal

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hanging support work is approximately 98 percent complete. The hanging of the new drywall ceiling was also started in the middle bay area. Work is scheduled to resume on 30 November.

f. Pedestrian Tunnel Repair: The new bituthene membrane waterproofing was installed the week of 19 November 1984. The 24-hour flood testing of the waterproofing began at 0800 hours on 26 November. Construction of forms for the new sidewalk will start on or about 29 November.

g. Seventh Floor Terrace and Penthouse Roof Replacement: All hot asphalt work to the back side of the 7D and 7E Corridors is scheduled for completion the week of 26 November 1984. Work will also start on the south side of the 7E Corridor (up to the plywood barrier) this week. All terrace roofing work on the front side of the 7D and 7E Corridors will be done on weekends.

h. Other Renovations at Headquarters Building:

1. GF39 and GH68: This work is being done by [redacted] in support of relocation of the Language Lab out of the cafeteria. The GF39 area is expected to be completed by 1 December 1984 and the GJ68 area, by 1 January 1985.

2. GH62 Area: [redacted] has started renovations in this area in support of a fifth floor component's move. An estimated completion date has not been given as yet.

3. 5E Corridor: The contractor continues demolition work. New lighting fixtures were delivered on 26 November 1984.

4. 7B Corridor: One defective automatic water control valve was changed on 20 November 1984. New construction is under way in the unvaulted area.

5. Rooms 1B39 and 1B43 - OC Watch Office: Electrical work is 75 percent complete. The vinyl flooring has been installed. The suspended ceiling is scheduled to be installed and the millwork delivered the week of 26 November 1984. Due to the long lead time on several items, the new completion date for this project is January 1985.

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NO

i. Executive Dining Room (EDR) Activities: The Manager of the EDR went to the Chamber of Commerce Building on 21 November 1984 to set up coffee and danish for [ ] 9 a.m. meeting. The EDR delivered a total of 25 special tray luncheons to various conference rooms for officials and their guests during the past week. A special buffet lunch for 20 people was prepared and sent to the Intelligence Liaison Staff, Office of Current Production and Analytic Support, DI, and the same component hosted a cocktail party in the EDR on Monday evening. Several dozen donuts and 210 cups of coffee were delivered throughout Headquarters Building this past week. [ ]

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III. Significant Events Anticipated During the Coming Week:

None.

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Chief  
Headquarters Operations, Maintenance  
and Engineering Division, OL

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